



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Legal Specialist [Unclassified]</b>			Salary <b>TBD</b>
Posting Number <b>293-22</b>	Position Number <b>950105</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/24/2022</b> To: <b>04/07/2022</b>
Location: <b>Division of Certificate of Need &amp; Licensing 120 So. Stockton St. Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>This position functions as a Team Leader, overseeing three to four other staff in the development of new and revised licensing and CN standards, review and analysis of licensing and CN applications and requests for waivers from licensing standards. Each of the Department's 23 CN and licensing rules, which serve as the primary mechanisms to ensure access to and quality of services provided in health care facilities, need timely updating and revision. Several important ones, including ambulatory care, cardiac services, home health and solid organ transplantation. In addition, the dynamic nature of the health care system requires constant study and determination of the need for licensing rules for new service or facility types. The team writes regulations it also receives waiver requests from regulations submitted by health care facilities. Staff must carefully weigh the cost/benefit of a waiver request and make an approval or denial recommendation with rationale. The position shall also perform confidential legislative, legal, and policy-influencing research related to CN and health care facility licensing in conformance with guidelines established by the State Attorney General, and act as liaison between the Division of CN &amp; Licensing and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice related to the regulation of CN and health care facility licensing on behalf of the Division. This position shall provide guidance to Office of Program Compliance team members within the Division of CN &amp; Licensing regarding Federal and State compliance issues.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.</p> <p style="text-align: center;">-OR-</p> <p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.</p> <p><b>NOTE:</b> Appointees currently matriculating in an accredited law school as an LL.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.</p> <p><b>NOTE:</b> The legal specialist may be a fulltime law school student working for the state on a limited parttime basis or during periods when law school is not in session.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTHFEL@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Christine Howley, Executive Assistant 3 Health Facilities Evaluation and Licensing Reference Posting #293-22 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367</b></li> </ul> </div> <div style="width: 45%;"> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> </div> </div>			

- 
- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*